

## INSTRUCTIONS FOR:

: HQUSACE Sponsored Long-Term Training, Fiscal Year 2001 (FY01)

1. Reference ER 350-1-416, Headquarters, U.S. Army Corps of Engineers (HQUSACE) Centrally Sponsored Long-Term Training (LTT) Program, dated 31 January 1992.
2. ER 350-1-416 has been revised and the draft is currently under review. However, to maximize the application period we are providing you “interim” guidance for the FY 01 HQUSACE LTT application procedures.
3. Funding for the FY00 LTT selectees will be the same as the FY00 program. The nominating activity supports salary and fringe benefits and HQ supports tuition, travel, per diem, books, and other miscellaneous expenses.
4. The Mission Related Graduate Program (MRGP) is offered again this year. This program consists of full-time undergraduate or graduate level study at a college or university in an academic discipline that is directly related to accomplishing the Corps mission. Specialized and program experience requirements for this program is found in para 8b(2)(a) and 8b(3)(a) of the reference ER.
5. The Project Management Program (PMP) will be offered again in FY01. This program is intended for program/project managers or members scheduled to be program/project managers. This program consists of full-time undergraduate or graduate level study at a college or university that provides education in project management and related fields. It is designed to provide program and project managers with a strong, fundamental education in the human, organizational and technical skills necessary for quality management of Corps projects. Specialized and program experience for PMP is the same as required for the MRGP.
6. Applicants should follow the application procedures and use the forms provided in referenced ER. Applicants must submit an ENG FORM 4997-R (Cost Estimate of Proposed Training) for FY)) “start up” costs AND a separate form for FY00 “carry-over” costs. Additionally, applicants should NOT include costs for Object Class 11 and 12 (salary and fringe benefits.) As stated above, these costs are the responsibility of the nominating activity and the Commander’s statement must indicate the activity’s willingness to support salary and benefits.
7. Nominations (original plus 9 copies) are due to CEHR-D NLT 31 Jan 00. MSCs should establish suspense for their subordinate commands to allow time for MSC review and endorsement prior to forwarding to CEHR-D. Enclosed is a copy of the crediting plan used by the HQUSACE Selection Committee. Applicants and reviewers should specifically address these evaluation factors.
8. If you have any questions, please call Beryl Dixon at (202) 761-0555.

## HQUSACE SPONSORED LONG-TERM TRAINING PROGRAM

Each applicant will be rated against the following factors:

- FACTOR 1: Commander's endorsement.
- FACTOR 2: Employee's statement of need.
- FACTOR 3: Supervisory assessment of performance.
- FACTOR 4: Supervisory assessment of relevance of  
the training to need, and post-training  
utilization.
- FACTOR 5: Career Program Manager (CPM) Assessment.

### 1. Commander's Endorsement

0 -----10

Weak endorsement, little  
more than a transmittal.  
Describes an average can-  
didate and a program of  
study with limited potential  
benefits to the Corps.

Very strong endorsement,  
describes an unusually  
competent candidate and  
a program of study with  
high potential benefits  
to the Corps.

### 2. Employee's Statement of Need

0-----20

Training not shown to be  
relevant to current/pro-  
jected assignment/devel-  
opmental needs.

Training shown to be  
critical to current/future  
needs.

ENCLOSURE

### 3. Two Most Recent Performance Appraisals

0-----20

Performance appraisals and  
KSA levels indicate poor to

Performance appraisals and  
KSA levels indicate

mediocre performance.

superior performance.

4. Supervisory Statement of Relevance of Training to Need and Post-Training Utilization

0-----30

Shows little or no relationship between the LTT and nominee's need to perform current/future job responsibilities. No post training utilization of LTT described or likely to take place.

Shows a direct relationship between the LTT and current/future job responsibilities. Considerable post training utilization of LTT described and very likely to take place.

5. CPM Assessment

0-----20

Training not very appropriate for nominee/Corps. Approval not recommended.

Training very appropriate for nominee/Corps. Very strong statement of support provided.